

California Department of Veterans Affairs



Veterans First

Classification: **Associate Personnel Analyst \$4,111 - \$4,997**
 Staff Services Analyst \$2,632 - \$4,155

Location: Human Resources, 1227 "O" Street, Sacramento, CA 95814

Who Should Apply: Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS APPLY.

Duties Under the direction from the Staff Services Manager I, the incumbent works independently to provide analysis and program direction to the CDVA in all areas associated with State Civil Service and the State Personnel Management Program. Incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility and independence in performing a heavy workload with strong commitment to customer service. The primary duties of this position will focus on the examination and selection area of personnel management.

- ❖ Independently handle all aspects of examination, recruitment, selection and retention of employees for the various programs within CDVA that includes the Veterans Homes in Yountville, Barstow, Chula Vista and all future homes. Responsibilities include formulating questions and developing a format for an exam, analyzing and rendering a final score on education and experience exams, independently administer CEA exams, and may act as lead over lower level staff in carrying out examination and selection responsibilities.
- ❖ Research, analyze and prepare formal memoranda, reports, responses to appeals for examination and qualification appraisal interviews; provide training on the examination and QAP process to managers, supervisors and staff; provide recommendations in regard to examination and selection procedures; liaison between the Veterans Homes and Control agencies in regard to examinations and selections; provide technical assistance to staff and management; review and make recommendations/comments on classification proposals, salary differentials, minimum qualifications and classification concepts; gather and analyze statistical data for reports; represent the Division in regard to examination and selection; and other responsibilities associated with examinations and selection.
- ❖ Research, analyze and prepare formal memoranda, proposals, and reports related to all areas of personnel management to departmental staff, executive management, control agencies and other state departments and various outside organizations.,

Desirable Qualifications:

- ❖ In-dept knowledge of the exam process
- ❖ Ability to work independently
- ❖ Ability to work with SCO and SPB
- ❖ Strong organization skills

More

How to Apply:

Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 O Street, 4th floor
Sacramento, CA 95814
Attn: Margaret Williams
Reference M-80 # 129 - 04/05

Inquiries:
Voice:(916) 653-1932 or 653-2535
TDD: (916) 653-1966

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in rejection from the interview process.

Final Filing Date: MARCH 25, 2005 OR UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 3-11-05